

**GUIDELINE TITLE: TRAINED PERSON DESIGNATION****PURPOSE**

To identify the qualifications required for those individuals who will be operating the following types of water systems:

- A designated facility serving a non-municipal seasonal residential system;
- A designated facility serving a small non-municipal non-residential system;
- A designated facility serving a small municipal non-residential system.

**CONTEXT**

A “trained person” for the purposes of O. Reg. 170/03, means an individual who has successfully completed a course approved by the Ministry of Environment related to the operation and routine maintenance of drinking water systems within the preceding 36 months. An individual who holds or is deemed to hold a drinking water operator’s certificate under O. Reg. 128/04 is also considered to be a trained person.

**APPROVED “TRAINED PERSON” DESIGNATION COURSES FOR DESIGNATION AND MAINTENANCE*****Obtaining “trained person” Designation***

If you wish to obtain the “trained person designation” the following course is required:

- Operation of Small Drinking Water Systems - a correspondence course by the Ontario Ministry of Environment available through the Walkerton Clean Water Centre at 1-866-515-0550 or [www.wcwc.ca](http://www.wcwc.ca)
- Courses approved by the ministry between 2001-2006 are also accepted if completed during that period.

***Maintenance of “trained person” Designation***

Maintaining the “trained person” designation means an individual has completed 18 hours of training within the preceding 36 months of receiving this designation. Requirements of the training are:

- Records of training are maintained and easily accessible if requested;
- The training certificates clearly indicate the date of completion, the course title, the training organization which delivered the training, and the course duration.

Other requirements of the training are:

- The course is “Director Approved”;
- The course is at least 1.8 Continuing Education Units (CEUs) or approximately 3 days in duration;
- The course focuses on drinking water related subject matter. “Director Approved” safety training is not accepted for this purpose.

Please note, that you may re-take the ***Operation of Small Drinking Water Systems*** correspondence course to maintain your designation as well.

For a complete listing of “Director Approved” courses and more information on operator certificates and the “trained person” designation visit the Program Administrator’s website at:  
<http://www.owwco.ca>